



## **SCHOOL FINANCE MEMORANDUM 15-040**

### **State of Arizona Department of Education**

TO: Superintendents, District Business Managers, Charter Business Managers, Charter Holders, and Administrators

FROM: Lyle Friesen, Director of School Finance

DATE: February 15, 2015

SUBJECT: School Finance Updates

#### **SAIS Updates**

##### **1) Transportation Route Reports Due**

The window to submit Transportation Route information is open for districts! In accordance with A.R.S. §15-922, Transportation Route data must be submitted to ADE **within 12 days after the 100th day**. Transportation Route information is to be submitted via the "Transportation Routes" application within Common Logon on the ADE website. The transportation presentation from the webinar held last month has been posted on our Business Rules and Presentations site [here](#).

Have you seen our Transportation Guideline? Do you want to know how to calculate eligible students? Check out our guideline found at <http://www.azed.gov/finance/school-finance-external-guidelines/>

Your School Finance Account Analyst can assist you with any questions that you may have. Click here to find your [Account Analyst](#).

##### **2) Transportation: Summer School vs ESY Route Report Clarifications:**

When submitting Extended School Year (ESY) and/or Summer school transportation miles, please follow these guidelines: ESY mileage should include only the mileage for the transportation of eligible students for an ESY service in accordance with A.R.S. § 15-881 and A.R.S. § 15-945 (C). Eligible students are students whose IEP specifically states they have a need for ESY. The transportation mileage for these students should be recorded on the Actual Miles screen, lines 11 and 12. Summer school students and students who do not have an IEP with an ESY need, are not eligible for funding. Summer school transportation miles should be recorded on the Other Route Information screen, line 3 in the bottom section.

3) **REMINDER: Preliminary TEI Available and SDER Application Open for Data Modifications**

The School District Employee Report (SDER) On-Line Application is currently available and ready to accept employee data modifications prior to final TEI (Teacher Experience Index) calculations. This application is accessible through [Common Logon](#).

SDER data may be modified between February 1, 2015 and March 2, 2015. Final data modifications must be made by 4:30 p.m. Monday, March 2, 2015.

Preliminary TEI reports were made available Monday, February 2, 2015 and can be accessed here. Final TEI reports will be available on or prior to March 15, 2015. Final TEI figures may differ between the preliminary report and the final report even if your district does not modify its data, as the statewide average number of FTE Years of experience value may change due to its recalculated value for the final reports.

The SDER instructions can be found at the end of the [FY2015 SDER Memo](#). If you missed the School Finance SDER Webinars that were held in September, or need a refresher course, you can view the information [here](#).

Please note that SDER data is not covered under A.R.S. §15-915, therefore modifications to the FY 2015 data cannot be made after March 2, 2015 at 4:30 pm.

Please contact your [Account Analyst](#) with any additional SDER questions.

4) **October 1 Enrollment Processing**

October 1 enrollments are used for federal reporting purposes and for select federal allocations to the LEAs. It is extremely important that the following data be submitted to SAIS for all students who were enrolled on the October 1 census date as they are all a part of the determination of October 1 enrollments: special education service participations, ELL program participations, NCLB needs indicators, migrant needs, and enrollments.

Preliminary data processing has completed with final processing coming in the near future. Final EDFacts reports will be compiled using SAIS data submitted as of 5:00 PM on March 2, 2015. For additional information regarding October 1 enrollment processing, please see [this memo](#), which was sent to LEA administrators in November.

During October 1 enrollment processing, the normal integrity schedule is suspended until after the processing completes. The twice weekly integrity processing schedule will be temporarily suspended from March 2 – March 13 (estimated end date) while all of the data is processed. During the March 2 – March 13 timespan, processing will kick off with integrity and end with aggregation.

5) **200 Day Calendar Operation Approval Deadline**

FY 2016 deadline for operation approval of 200 Day Calendar is June 1, 2015. This must be approved and completed each year as a new process. The 200-day calendars are approved one year at a time. If your district or charter intends to operate on a 200-day calendar in FY2016, you must, at a minimum:

- a. Submit a letter to Lyle Friesen, Deputy Associate Superintendent of School Finance, and request approval of the 200-day calendar prior to June 1, 2015.
- b. Submit a 200-day calendar for each school within the district/charter holder, which includes a 10 percent increase in annual instructional hours.
- c. Charters (ASBCS sponsored schools) requesting a 200-day calendar must have it approved by the Charter Board prior to approval by School Finance.
- d. Budget for a five percent increase in base level support.
- e. Submit the “Optional 200 Day Instructional Calendar Compliance Form”  
<http://www.azed.gov/finance/forms/> to your Account Analyst.

6) **FY 2015 Monthly Processing Schedule**

Monthly aggregation is the processing that ADE performs on the student data to calculate ADM (Average Daily Membership), which is used as a basis for state aid funding. The student data must reside within SAIS to be included in the scheduled aggregation processing.

The remainder of the FY 2015 processing schedule, as posted to [HOT TOPICS](#) earlier this year, can be found below.

<u>Data Submission Deadline</u>	<u>Monthly Processing Start Date</u>	<u>For Charter Payment:</u>
March 2, 2015 @ 5 pm	March 3, 2015	April 1, 2015
April 2, 2015 @ 5 pm	April 3, 2015	May 1, 2015
May 4, 2015 @ 5 pm	May 5, 2015	June 1, 2015
June 1, 2015 @ 5 pm	June 2, 2015	June 30, 2015

7) **FY 2015 Statewide Recalculation Schedule**

At the end of the fiscal year, ADE recalculates ADM for all students in SAIS. This process is very similar to the monthly processing in that integrity and aggregation are run. The main difference is that during the statewide recalculation, integrity is run for every student, whereas during monthly processing integrity is run only for students who are newly entered into SAIS or whose data has been modified since the last integrity processing.

<u>Data Submission Deadline</u>	<u>Recalculation Start Date</u>
<b>Brick and mortar schools:</b> June 30, 2015 @ 5 pm	July 16, 2015
<b>AOI (online) schools only:</b> July 15, 2015 @ 5 pm	

8) **Important Reminder: Reconcile ADE Data to your SIS Data**

Remember to reconcile the data that is in your student information system (SIS) with the data in SAIS. Funding is determined by the data that is in SAIS, not your SIS. If there is a discrepancy in

the data, whatever is in SAIS will be used for your funding. Data should be reconciled monthly, at a minimum.

A couple of reports to review on a regular basis:

- Student Integrity Status Report
- SAIS raw data reports: ADMS72, SPED71s, ELL71
- Funding reports: ADMS, SPED and ELL 75 reports, and the ADMS76 report

These reports can all be found within [Common Logon](#) within either SDDI or the Student Detail Reports applications. Presentations on how to reconcile SAIS reports are available on our [Business Rules and Presentations site](#) within the “Presentation” section under FYs 2015 and 2014. You can also contact your [Account Analyst](#) for additional guidance and support.

### **Payment Updates**

#### **9) K-3 Reading Funding**

In a recent update, the Arizona State Board of Education (SBE) indicated that 418 or 93% of LEAs have submitted MOWR Literacy Plans.

Since it is the SBE that notifies School Finance monthly as to any LEA plans that have been reviewed and approved for K-3 Reading base support funds, any questions should be emailed directly to the Move on When Reading program area at [moveonwhenreading@azed.gov](mailto:moveonwhenreading@azed.gov).

### **Budget Updates**

#### **10) FY 2014 BUDG75 Expenditure Analysis Letters are Posted**

The FY 2014 BUDG75 Expenditure Analysis Letters have been published to the School Finance website and are available for download and review.

To select a specific District, please click the following link:  
<https://www.ade.az.gov/Budget/EntitySelection.asp>.

With its next FY 2015 budget revision, the District should plan to include any allowed M&O and/or Unrestricted Capital budget balances on page 7, line 8(c), and/or page 8, line A.7, respectively. If over expended, the District should include with its revision the M&O and/or Unrestricted Capital over expenditure amounts on page 7, line 9.1 of the adjustment detail box, and/or page 8, line A.10.1 of the adjustment detail box, respectively.

Please email any questions or concerns to the budget team at [sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov)

### **General Updates**

#### **11) Email Distribution**

If you are not receiving updates via email and you would like to, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) with your name, email, school and position. If you have more than one person you would like to receive emails, please include their information as requested above. If you have any questions, please email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov) or call Barbara Axe @ 602-542-8248.

## 12) School Finance Hot Topics

Keep informed of upcoming events, deadlines and system updates by bookmarking our Hot Topics webpage and checking it often. All updates published by School Finance can be found on this page (<http://www.azed.gov/finance/category/hot-topics/>). These same Hot Topics can also be found on our home page at <http://www.azed.gov/finance/>.

## 13) Updating Your Contact Information

Please make sure that your contact information is up-to-date. Any changes to entities should be sent to your [LEA Account Analyst](#). Changes related to individuals should be sent to [enterprise@azed.gov](mailto:enterprise@azed.gov). Charters must ensure changes are first approved through the Charter Board.

## 14) External Guidelines

External guidelines are posted on our School Finance website. Next to each guideline is the effective date. As new guidelines become available, they will be posted for your review at: <http://www.azed.gov/finance/school-finance-external-guidelines/>

### Questions?

If you have any questions regarding these updates, please do not hesitate to contact the following individuals relating to these areas:

- **General Updates:** Email [schoolfinance@azed.gov](mailto:schoolfinance@azed.gov)
- **SAIS/ADM, SDER, and Transportation:** A listing of account analysts for each school district and charter holder is available on the School Finance web site at <http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx>
- **Payment:** Email the School Finance payment team at [SFpaymentteam@azed.gov](mailto:SFpaymentteam@azed.gov)
- **Budget:** Email the School Finance budget team at [SFBudgetTeam@azed.gov](mailto:SFBudgetTeam@azed.gov).
- **Other Areas within ADE:**
  - ❖ **Title I, Maintenance of Effort, Stephanie Washington**  
[Stephanie.Washington@azed.gov](mailto:Stephanie.Washington@azed.gov), Education Program Specialist  
Tel: (602) 542-7466
  - ❖ **ESS, Maintenance of Effort,** [ESSFunding@azed.gov](mailto:ESSFunding@azed.gov), 602-542-3851
  - ❖ **ADE Support,** 602-542-7378 or 1-866-577-9636
  - ❖ **Grants Management** –Toll Free (844) 893-9789 or locally (602) 542-3901

Please let us know what we can do to better assist you. Send your suggestions to [SchoolFinance@azed.gov](mailto:SchoolFinance@azed.gov) and in the subject line type SUGGESTIONS.